

ASSISTANT DIRECTOR OF SAFETY AND SECURITY

PURPOSE: The Assistant Director of Safety & Security assists in managing the Division of School Safety and Security including developing, coordinating and conducting training programs for the Division's safety assistants and supervisors; reviewing crisis plans for schools; managing the grant program, the Investigation Unit and the Community Learning Center Safety Program; and supervising staff and investigators.

ESSENTIAL FUNCTIONS:

- ◆ Develop, coordinate, and conduct the Division's training program for 230 safety assistants and six supervisors. This includes establishing the training needs assessment survey, developing training schedules, scheduling speakers and instructors and teaching.
- ◆ Manage the Division's grant and foundation funds program by seeking funding sources, completing applications and supervising existing and future grants.
- ◆ Manage the Crisis Assessment Program, which includes searching for new safety techniques, activities, and programs, reviewing crisis plans for all MPS sites and developing an on-line crisis plan for entire school district.
- ◆ Manage the Investigation Unit which includes supervising investigations of threats, bomb threats, etc., reviewing serious incident reports, maintaining, reviewing and analyzing incident data, and assisting in investigation process.
- ◆ Manage the Safety Bulletin Program which includes selecting and researching safety topics and preparing the safety bulletin reports.
- ◆ Assist the Director in the formulation of strategic plans, develop the Division's law and reference library; and attend meetings in the absence of the Director.
- ◆ Conduct school safety surveys including visiting schools to review the safety environment of the facilities and consulting administrators relative to safety concerns.

REQUIREMENTS:

1. Bachelor's Degree in Criminal Justice, Police Science or a related field from an accredited college or university.
2. A minimum of five (5) years of investigative experience in law enforcement, security or related area, three (3) years of which must have been as a supervisor or manager.
Equivalent combinations of education and experience may also be considered.
3. Valid Driver's license and availability of a properly insured personal automobile for use on the job at time of appointment and throughout employment.
4. Residency in the City of Milwaukee within twelve months of appointment and throughout employment.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Knowledge of the legal system, including the structure of the court system, various law enforcement agencies, crowd control techniques, and police community relations.
- ◆ Ability to develop and administer policies and procedures.
- ◆ Ability to supervise/manage and work successfully with all levels of police personnel and MPS staff and union representatives.
- ◆ Ability to research, analyze and effectively present data and information.
- ◆ Ability to write persuasive grant applications and secure funding.
- ◆ Strong written and oral communication skills.
- ◆ Basic computer skills.

THE CURRENT SALARY RANGE for this 10-month position is: \$53,295, to \$77,316.